

NON-STATISTICAL SAMPLING

Multistate Tax Commission www.mtc.gov

This course is designed to introduce auditors to non-statistical sampling techniques other than monthly block sampling. Appropriate use of sampling techniques contributes to reduced audit cost, reduced travel cost, improved audit results, and makes audits more defensible if challenged by taxpayers

Objective: To provide participants with an understanding of basic random sampling techniques and how they are applied to sales and use tax audits. When the course is completed the auditor should be able to apply the basic principles and conduct a random sample. This course is a prelude to Statistical Sampling and it is recommended that this course be taken first.

Audience: The course is designed as a basic course for state and local sales & use tax auditors, supervisors and review section personnel.

Prerequisites: Ability to use spreadsheet software on a personal computer. .

Student Requirements: Each participant is required to have a notebook computer. The notebook computer should be equipped with a CD-Drive for the purpose of downloading software and Excel spreadsheet files. Many of the course examples, exercises and case studies are conducted using the Excel Spreadsheet software.

Program Level: Beginning

Program Content: Introduction to non-statistical sampling techniques and its application to sales and use tax audits.

Course Materials: Participants will receive a comprehensive course binder which includes the course material, questions, exercises and case studies. Participants will also be provided a copy of the RAT-STATS software which will be used for generating random numbers.

Advance Preparation: None

Instructional Delivery Methods: Lecture with problems sets.

Recommended CPE credit: 36 hours

Registration Information: Contact Antonio Soto at asoto@mtc.gov or 202-508-3846

 [more...](#)

Program – Day One – 8:00 AM–5:00 PM

Lesson 1 - Introduction to Audit Sampling
Lesson 2 - Sample Types, Selection Methods and Audit Risk
Lesson 3 - Audit Planning
Lesson 4 - Population, Frame & Sampling Unit

Program – Day Two – 8:00 AM–5:00 PM

Lesson 4 - Population, Frame & Sampling Unit – continued
Lesson 5 - Sample Size
Lesson 6 - Selecting the Sample

Program – Day Three – 8:00 AM–5:00 PM

Lesson 6 - Selecting the Sample - continued
Lesson 7 - Cluster Sampling
Lesson 8 - Evaluate Sample Quality
Lesson 9 - Projection of the Sample Results

Program – Day Four – 8:00 AM–5:00 PM

Lesson 9 - Projection of the Sample Results – continued
Lesson 10 - Special Topics
Comprehensive Case Study

Program – Day Five – 8:00 AM–12:00 PM

Wrap up Comprehensive Case Study
Lesson 11 - Introduction to Statistical Sampling
Lesson 12 - Statistical Estimators